

MICHIGAN DEPARTMENT OF STATE
INTERNATIONAL REGISTRATION PLAN (IRP) UNIT
ELECTRONIC WEB APPLICATION



www.Michigan.gov/sos

October 2005

IRP ELECTRONIC APPLICATION (WEB) GUIDELINES

All companies **must** adhere to all guidelines

- The Department of State reserves the right to cancel and/or refuse acceptance of electronic transmissions from any carrier at any time.
- Complete and submit the authorization form on page two. When the letter is received in this office, we will inform you, by mail, of the user id and password to use. We **must** receive this authorization form before we can grant electronic (web) access to you.
- **DO NOT CREATE DUPLICATE PAPERWORK BY MAILING ORIGINAL RENEWALS OR SUPPLEMENTS IF YOU HAVE ELECTRONICALLY SUBMITTED YOUR SUPPLEMENT OR RENEWAL THROUGH OUR WEB APPLICATION.**
- Michigan GVW plates may be turned in for credit toward a Michigan IRP plate when adding a vehicle. The credit will not exceed the total Michigan portion amount of the IRP invoice. The registration **must** be in the same name as the IRP registrant (any questions, call the IRP Unit at 517-322-1097). If you want to turn a GVW plate in for credit, you **must** contact the IRP office at the number above. Please have the following information available when you call:
 - **Account name, contact person, and contact number and/or phone number**
 - **Account number**
 - **Confirmation number of the supplement for which credit will be applied**

You may surrender your GVW plate and registration at any Secretary of State branch office. At that time, please request the branch office to contact the IRP Unit. The base plate will be canceled on the Department of State's records and an adjusted invoice will be mailed showing the amount of credit allowed for the surrendered GVW plate.

Once your plate and registration have been surrendered and payment has been received, your IRP credentials will be mailed to you. Remember your temporary authorization is only valid for 30 days.

- When faxing or corresponding with the IRP staff include the following information with any necessary supporting documents such as proof of ownership, insurance verification, lease agreements, or proof of HVUT.
 - **Account name, contact person, and contact number and/or phone number**
 - **Account number**
 - **Web confirmation number of the supplement for which credit will be applied**
- **Please return a copy of the invoice with your payment.**

MICHIGAN IRP DOES NOT ACCEPT CREDIT CARDS
AS A FORM OF PAYMENT.

STATE OF MICHIGAN



TERRI LYNN LAND, Secretary of State
MICHIGAN DEPARTMENT OF STATE
LANSING, MICHIGAN 48918-0001

IRP ELECTRONIC APPLICATION (WEB) AUTHORIZATION

Date: _____

IRP Account Number: _____

IRP Company Name: _____

Company Contact Person: _____

Business Address: _____ (street)
_____ (city, state, zip)

Business Phone Number: _(____)_____

Fax Number: _____(____)_____

Email Address: _____ (for correspondence purposes)

I have read and understand the guidelines and procedures established in order to process IRP transactions. I understand the IRP Unit reserves the right to cancel and/or refuse my acceptance of electronic transmissions at any time. I agree I am responsible for and must pay any and all invoices associated with Temporary Authorities (TA) that are a result of transactions processed through the Internet in my account.

Please authorize my participation in the IRP web application program.

Signature _____ Date: _____

Please mail or fax to:

Michigan Department of State
IRP Unit
P.O. Box 30029
Lansing, MI 48909
Phone #: (517) 322-1097 Fax #: (517) 322-5972

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